



This is not an electronic submission.

Please submit completed forms via email to [chinds@kennesaw-ga.gov](mailto:chinds@kennesaw-ga.gov) or fax to 770-429-4559 or in person.

City of Kennesaw  
2529 J.O. Stephenson Avenue  
Kennesaw, GA 30144  
770-424-8274  
770-429-4559 FAX

## PAWN SHOP APPLICATION - CHECKLIST

- ( ) All applicants must be a MINIMUM of 25 years of age.
- ( ) No License shall be granted to any applicant who is not a citizen of the United States.
- ( ) Application and Attachments **MUST BE TYPED**. One original and one duplicate of ALL applications and attachments.
- ( ) Consent form for each licensee, owner/stockholder, partners with 20% or more shares **and their spouses**.
- ( ) ZONING – Question 10 of the Pawn Shop application signed indicating the zoning designation by the City of Kennesaw Zoning department located:  
THE LOWER LEVEL OF CITY HALL , 2529 J. O. STEPHENSON AVENUE, KENNESAW, GA 30144. Prior to taking the application to the zoning department you must fill in your district, land lot and parcel number in question 10.
- ( ) A separate application must be submitted for pawn shops desiring to deal in precious metals and gems.  
PRECIOUS METAL LICENSES WILL BE DELIVERED BY THE POLICE DEPARTMENTS TO THE PAWN SHOP.
- ( ) PAGE 5 must be completed in its entirety and submitted for TITLE PAWN SHOPS desiring to deal in automobile title pawn. Proof of adequate parking, state licensure or affiliation with a state licensed used car dealer.

### APPLICATION PROCEDURE:

Each application will require 2 to 3 weeks for processing. Upon receipt of the application the business license office will send the application to the City of Kennesaw Police Department for investigation. No action will be taken in regards to the application until the police investigation has been completed. The police investigation usually requires 7 to 10 days. After receipt of the investigation report, the application will be considered by mayor and city council. **A representative will be required to attend a hearing.** The basis for this decision will be solely contingent on the application's compliance with the City of Kennesaw code of ordinance. If the application is approved, the license fee must be paid within two weeks of approval. If the application is denied, the applicant will have ten days to appeal this decision through the city clerk's office. All records and reports must be maintained pursuant to the City of Kennesaw code and these records will be examined by the City of Kennesaw Police Department. If there are any questions regarding the Pawn shop application, please contact the business license office at (770) 424-8274.

DATE RECEIVED _____	COPY TO POLICE DEPARTMENT _____
DATE LETTER RECEIVED FROM PD _____	DISPOSITION APPROVED ( ) DENIED ( )
DATE OF MEETING _____	LICENSE NUMBER _____ SIC CODE _____ LICENSE FEE \$ _____

## APPLICATION FOR PAWN SHOP

NEW ( )      CHANGE OF OWNERSHIP ( )      CHANGE OF LICENSEE ( )      DATE \_\_\_\_\_

1. NAME OF BUSINESS: \_\_\_\_\_ PHONE \_\_\_\_\_

2. BUSINESS ADDRESS: \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

3. MAILING ADDRESS (if different): \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

4. FULL NAME OF LICENSEE: \_\_\_\_\_  
HOME ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
PLACE OF BIRTH: STATE \_\_\_\_\_ COUNTY \_\_\_\_\_ CITY \_\_\_\_\_

ARE YOU A U.S. CITIZEN? \_\_\_\_\_ CITY OF KENNESAW RESIDENT? \_\_\_\_\_ HOW LONG? \_\_\_\_\_  
# OF YEARS LIVED IN GA? \_\_\_\_\_ # OF YEARS AT PRESENT ADDRESS? \_\_\_\_\_

FULL NAME OF SPOUSE \_\_\_\_\_ PHONE \_\_\_\_\_  
HOME ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
SS# \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

5. WHAT HAS BEEN YOUR OCCUPATION FOR THE PAST TEN YEARS?

EMPLOYER	FROM-(mm/yyyy) TO- (mm/yyyy)	SALARY	OCC/DESCRIPTION

*(\*Add separate sheet if more room is needed.)*

6. TYPE OF OWNERSHIP:    PROPRIETOR ( )    PARTNERSHIP ( )    CORPORATION ( )

7. IF SOLE PROPRIETORSHIP OWNER'S NAME \_\_\_\_\_  
HOME ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

8. **IF PARTNERSHIP OR LIMITED LIABILITY PARTNERSHIP**

PARTNERSHIP OR LLP NAME \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

NAME OF PARTNER/ MEMBER \_\_\_\_\_

PERCENTAGE OF OWNERSHIP \_\_\_\_\_% FEDERAL ID# \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

NAME OF PARTNER/ MEMBER \_\_\_\_\_

PERCENTAGE OF OWNERSHIP \_\_\_\_\_% FEDERAL ID# \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

\*Add separate sheet if more room is needed.

9. **IF CORPORATION OR LIMITED LIABILITY COMPANY**

CORPORATION OR LLC NAME \_\_\_\_\_

**PRESIDENT/MEMBER** \_\_\_\_\_

PERCENTAGE OF OWNERSHIP \_\_\_\_\_% FEDERAL ID# \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

**VICE PRESIDENT/MEMBER** \_\_\_\_\_

PERCENTAGE OF OWNERSHIP \_\_\_\_\_% FEDERAL ID# \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

**SECRETARY/MEMBER** \_\_\_\_\_

PERCENTAGE OF OWNERSHIP \_\_\_\_\_% FEDERAL ID# \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

**TREASURER/MEMBER** \_\_\_\_\_

PERCENTAGE OF OWNERSHIP \_\_\_\_\_% FEDERAL ID# \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

10. DISTRICT # \_\_\_\_\_ LAND LOT # \_\_\_\_\_ PARCEL # \_\_\_\_\_  
HOW IS PROPOSED LOCATION ZONED? \_\_\_\_\_

ZONING **MUST** BE APPROVED BY ZONING STAFF

\_\_\_\_\_ SIGNATURE OF ZONING STAFF MEMBER

11. HAS THE APPLICANT, OR THE SPOUSE, OR ANY OF THE OWNERS, OR THEIR SPOUSE, OR PARTNERS, OR THEIR SPOUSE, OR STOCKHOLDERS, OR THEIR SPOUSE, OWING ANY INTEREST, BEEN CONVICTED OR ENTERED A PLEA OF NO LO CONTENDER WITHIN TEN (10) YEARS PRIOR TO FILING THIS APPLICATION FOR ANY FELONY OR MISDEMEANOR IN ANY STATE OF THE UNITED STATES? YES ( ) NO ( )

**IF YES, EXPLAIN FULLY:**

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12. GIVE THREE PERSONAL REFERENCES THAT ARE RESIDENTS OF COBB COUNTY (NOT RELATIVES):

NAME	ADDRESS	PHONE
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_____	_____	_____
_____	_____	_____
_____	_____	_____

13. ESTIMATED GROSS RECEIPTS FOR TWELVE MONTHS \_\_\_\_\_.

## TITLE PAWN SHOP SECTION

14. DOES THE PROPERTY HAVE ADEQUATE PARKING AVAILABLE \_\_\_\_\_  
➤ Rendering of proposed lot required.  
➤ If no provide proof of where cars will be stored.
15. DOES THE BUSINESS OWN A WRECKER, OR WILL IT USE AN INDEPENDENT TOWING SERVICE? IF USING AN INDEPENDENT TOWING SERVICE, PROVIDE NAME, ADDRESS, PHONE NUMBER AND COPY OF BUSINESS LICENSE FOR THE SERVICE PROVIDER.
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16. DOES THE BUSINESS HOLD A USED CAR DEALERS LICENSE \_\_\_\_\_  
(COPY OF STATE LICENSE REQUIRED AT TIME OF APPLICATION)

If no, provide proof of affiliation with a state licensed used motor vehicle dealer as defined in OCGA 43-47-17 (A).

NOTE: The proposed location may be required to obtain a special land use permit.

Contact the Zoning Department at (770) 590-8268 for more information on special land use permits.

## GEORGIA, CITY OF KENNESAW

I, \_\_\_\_\_ BEING DULY SWORN ACCORDING TO LAW, DO SWEAR THAT THE FACTS AND STATEMENTS STATED BY ME IN THE ABOVE AND FOREGOING ANSWERS ARE TRUE. FALSE OR FRAUDULENT STATEMENTS ARE NOT MADE HEREIN AND NONE WERE MADE IN ORDER TO PRODUCE THE GRANTING OF SUCH A LICENSE. I FURTHER CERTIFY THAT I WILL NOTIFY CITY OF KENNESAW BUSINESS LICENSE DEPARTMENTS OF ANY CHANGE IN MANAGEMENT, LICENSEE, OR OWNERSHIP IMMEDIATELY.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
SIGNATURE AND TITLE OF PERSON OTHER THAN APPLICANT FILLING OUT THIS APPLICATION.

All questions must be answered and received in the City of Kennesaw license department.

\_\_\_\_\_  
BUSINESS LICENSE CLERK

\_\_\_\_\_  
DATE

Hearing date scheduled for Monday \_\_\_\_\_, 20\_\_\_\_ at 6:30 PM, in the council chambers. A representative must be present for the hearing.

\*To be completed by the licensee, spouse of licensee, owner/shareholder, and partners with 20% or more of shares and their spouses. Submit copy of drivers license or state issued identification.

### CONSENT FORM

I HEREBY AUTHORIZE THE CITY OF KENNESAW POLICE DEPARTMENT TO RECEIVE ANY CRIMINAL HISTORY RECORD AND OR DRIVERS HISTORY RECORD INFORMATION PERTAINING TO ME WHICH MAY BE IN THE FILES OF ANY STATE OR LOCAL CRIMINAL JUSTICE AGENCY IN THE STATE OF GEORGIA FOR THE PURPOSE OF OBTAINING A PAWN SHOP LICENSE FOR:

\_\_\_\_\_  
NAME OF ESTABLISHMENT

\_\_\_\_\_  
FULL NAME (PRINTED)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
SEX

\_\_\_\_\_  
RACE

\_\_\_\_\_  
DOB

\_\_\_\_\_  
SOCIAL SECURITY NO.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NOTARY

\_\_\_\_\_  
DATE



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## AFFIDAVIT TO APPOINT AN AGENT FOR THE CORPORATION

Pawn Shop/ Title Pawn Shop

Name of Corporation: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Location of Business \_\_\_\_\_

Kennesaw, GA \_\_\_\_\_

\_\_\_\_\_, who is a resident of Cobb County, Georgia, shall be the agent for the above mentioned business. As such he/she shall be responsible for any matter relating to the license.

Name of agent: \_\_\_\_\_

Home Address of Agent: \_\_\_\_\_

\_\_\_\_\_

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Home phone: \_\_\_\_\_ Office phone: \_\_\_\_\_

Signature of Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Notary for agent: \_\_\_\_\_

Commission expires \_\_\_\_\_

Corporate Officer: \_\_\_\_\_

Name/Title

Signature of Corporate Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Notary for Corporate Officer: \_\_\_\_\_ Commission expires \_\_\_\_\_

## ARTICLE XI - PAWNBROKERS

### Sec. 22-276. – Issuance of license.

Licenses may be issued by the mayor and council to applicants desiring to operate as pawnbrokers, subject to the following terms and conditions:

(1)

No license shall be issued to any applicant who has been convicted of a felony or a crime involving moral turpitude as defined by the laws of the state unless a full and complete pardon has been granted.

(2)

No license shall be issued to any applicant under the terms of this article if any false information is furnished upon the application by the applicant to the appropriate authorities of the city.

(3)

No license shall be issued under the terms of this article if the applicant has ever been convicted of usury under the laws of this state or of any other state.

(4)

No license shall be issued until the applicant has been investigated by the police department of the city, and a favorable report received from the police department as to his general reputation in the business community.

(5)

No license shall be issued to any applicant who is not a resident of this county.

(6)

No license shall be issued to any applicant who does not provide proof of financial responsibility.

(7)

No license shall be issued unless the names and addresses of all persons holding any interest in the business are listed and those persons have signed the application.

(8)

No license shall be issued to any applicant who is engaged in any finance or lending business unless this requirement is expressly waived by the mayor and council.

(Code 1986, § 9-2-1)

### Sec. 22-277. - Entry and examination by police.

Upon making application for and receiving a license from the city to operate as a pawnbroker, the holder of the license expressly authorizes the police department of the city to enter upon his premises and to inspect and examine any articles in the business for the purpose of determining whether or not they have been stolen or otherwise illegally obtained by the applicant or the pawn or, and the applicant expressly agrees that no search warrant shall be necessary, but consents to such examination and inspection at any time upon request by any police officer of the city.

(Code 1986, § 9-2-2)

### Sec. 22-278. - Persons from whom articles may not be received.

No holder of a pawnbroker's license shall accept any article of pawn from:

(1) Any person under the age of 21 years;

(2)

Any person who is intoxicated; or

(3)

Any person who is not a resident of the state.

(Code 1986, § 9-2-3)



**Sec. 22-279. - Record of pawned articles.**

The pawnbroker shall keep available for inspection by the appropriate authorities of the city, including but not limited to the police department, an itemized list of all articles pawned, together with a full and complete description thereof, the amount loaned on each article, the due date of the loan, the name and address of the pawn or, the age of the pawn or, and the place of employment of the pawn or.

(Code 1986, § 9-2-4)

**Sec. 22-280. - Evidence of loan.**

The pawnbroker shall make a loan only by written, negotiable instrument or by receiving a receipt for the amount of the loan by the pawn or.

(Code 1986, § 9-2-5)

**Sec. 22-281. - Compliance with lending laws.**

The pawnbroker shall comply with all the laws of the state as to the rate of interest and all provisions of the Uniform Commercial Code of the state applicable to lending.

(Code 1986, § 9-2-6)

**Sec. 22-282. - Suspension and revocation of license.**

A violation of any of the provisions of this article shall be good cause for suspension and/or revocation of the license. If the city clerk or any police officer should determine that a probable violation has occurred, he shall place the issue before the mayor and council at its next regularly scheduled meeting or at a special meeting called for the purpose of determining whether a violation has occurred. At least ten days' notice of the hearing before the mayor and council shall be provided the licensee. At the conclusion of the hearing the mayor and council may issue a warning, suspend the license for a definite period of time, revoke the license or take no action if the council finds no violation by the licensee. In the event of a revocation or suspension, no portion of the annual license fee shall be returned to the licensee.

(Code 1986, § 9-2-7)

**Sec. 22-283. - Additional restrictions authorized.**

The mayor and council shall have the power to impose additional restrictions on the pawnbroker, and the pawnbroker shall be required to comply therewith upon 30 days' notice.

(Code 1986, § 9-2-8)

**Secs. 22-284—22-300. - Reserved.**

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FOOTNOTE(S):

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<sup>(27)</sup> **State Law reference—** Pawnbrokers, O.C.G.A. § 44-12-130 et seq